

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



July 17, 1975

ALL-COUNTY LETTER NO. 75-146

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: INDOCHINESE REFUGEE FINANCIAL ASSISTANCE

REFERENCE: All-County Letter 75-131

This letter is to provide you with instructions for implementing fiscal procedures related to those Indochinese refugees eligible to financial assistance. Separate accounts will be maintained for this program in order that the transactions may be readily segregated from those of other programs. Records and controls will also reflect all amounts recovered from or on behalf of recipients in the form of repayments or collections.

Claims will be submitted on Form AA412, Indochinese Refugee Assistance Expenditure Statement and Claim for Reimbursement. Expenditures will be reimbursed on a cash claim basis with 100 percent federal participation. Reimbursement is available for assistance payments made to Indochinese refugees beginning April 8, 1975. If any payments to Indochinese refugees have been previously claimed on an AFDC claim, it will be necessary to delete those amounts on a schedule of adjustments attached to a current AFDC claim and claim the payments on the Indochinese refugee claim.

The amounts claimed on Form AA412 will be substantiated by the Aid Payroll (Contra Roll), Form AA412A. Counties may use a substitute for Form AA412A, Aid Payroll (Contra Roll), if the substitute form provides all the information listed on Form AA412A.

Case numbers will be assigned in accordance with Division 23 of the Operations Manual using the two digit aid code 01.

The case number will be placed in column 1 of Form AA412A followed by the recipient's name. Persons count, identified by number of adults and children, will be placed in column 3. Column 4 provides for placing a check if the payment represents an initial claim. The amount of the assistance payment will be placed in column 5 followed by the month of the grant in column 6. Space is provided in column 7 for remarks.

OBSOLETE

Superseded by

ACU 77-15

GEN 654 (2/75)

Issued

317-77

Counties will authorize payments by using the existing 278 L-M procedures (Fiscal Manual 25-300). Payments to adults and family groups will be based on the AFDC need standard. If, for a limited period, payments to adult refugees (cases without children) were based on the SSI standards of assistance and payment levels (because of initial instructions from HEW based on Action Transmittal SRS-AT-75-8, dated April 29, 1975), reimbursement is available but these payments should be so identified in the "Remarks" column on the payroll.

Monthly claims will include cancelled warrants and any amounts recovered in the form of repayments and collections. When the State learns that SSI/SSP has been approved for a recipient of the refugee program, the county will be notified to expedite discontinuance of the person from the refugee program. If SSI has made a payment to a recipient for the same month as a payment was made under the refugee assistance program, an attempt should be made to recover the assistance payment. Provision is also made on Form AA412 for reporting adjustments.

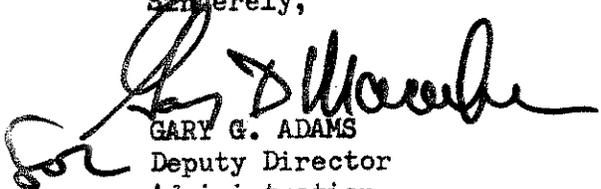
Claims are to be completed in duplicate and submitted to the Adult Program Management Branch no later than the 10th of the month following the month for which a claim is made. Form AA412 will be signed by the county welfare director or his representative. If the certification is accomplished by an authorized representative, the representative signs his own name and uses his own title.

The monthly claim will be audited by Department of Benefit Payments staff. If a disallowance is made, the county will be notified and the reason for the disallowance identified. However, the Federal agency is the final authority and should the county wish to question the disallowance, additional information should be forwarded to DBP. All information will then be forwarded to the Department of Health, Education, and Welfare for a final decision.

An initial supply of Forms AA412 and AA412A will be sent to you by July 21, 1975.

If you have any questions regarding these instructions, please contact Gen Whitfield or Evelyn Fisher at 916/445-7046.

Sincerely,


GARY G. ADAMS
Deputy Director
Administration

cc: CWDA